



# **Clearinghouse Edit**

## **Installing and working with Clearinghouse**

USOE  
4/16/2009



## Part 1 - Downloading and Installing the Clearinghouse file:

Go to the secure Move-It Site: <https://secure.schools.utah.gov>

Find the [Distribution/Clearinghouse Edit Program](#) File Folder

Select the CLH\_Edit.zip.exe file

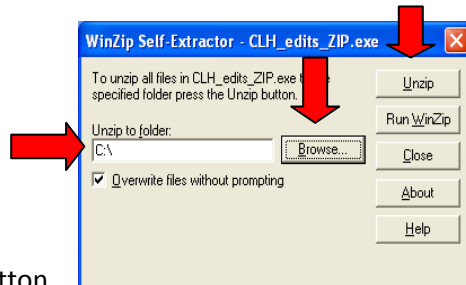
Select - Download

Save the zip file to where you have permissions to save (usually local C: drive or C: with the name of your computer. If you don't know where to save the file, contact your IT staff.)

Close the Move-It Download Wizard window

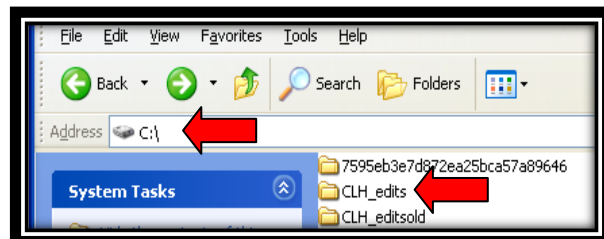
Always **Sign-Out** of the secure Move-it site

Double click on the CLH\_edits.zip.exe file to extract the Clearinghouse edit files.





Select the **Browse** button and save the extracted files to the drive you have permissions to (usually local C: drive or local C: with the name of your computer). If you don't know where to save the file, contact your IT staff. Select on **Unzip** and save your files.

After extracting this file, go to the location you unzipped the files and find the folder created and named **CLH\_edits**



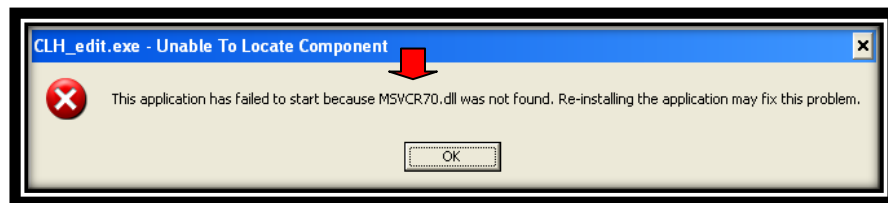


Open the CLH\_edits file and select the red fox icon  CLH\_edit.exe

Drag the red fox icon  CLH\_edit.exe to the desktop, if you have permissions and tell it to Create Shortcut here. (If you don't have permission, contact your IT staff.)

The icon will change in appearance.  CLH\_edit.exe Execute the new CLH\_edit.exe icon  CLH\_edit.exe

If this error comes up:




This file **Msvcr70.dll** can be downloaded from:

<http://www.google.com/search?hl=en&q=msvcr70.dll&aq=6&oq=msv>

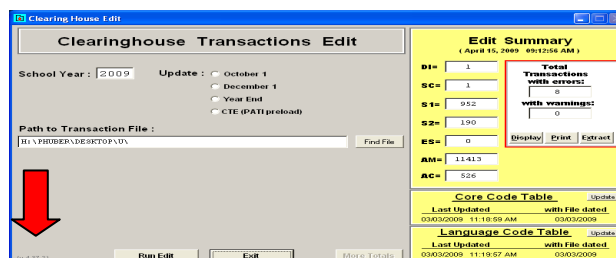
Copy the files to the proper Windows folder: Windows XP - **windows\system32** folder

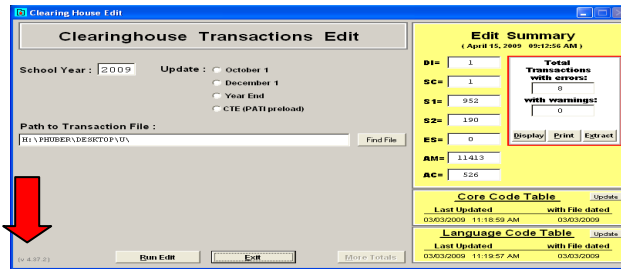
For more information, go to the Clearinghouse Edit Program documentation:

<http://www.schools.utah.gov/computerservices/Clearinghouse/Clearinghouse.htm>

Execute the new icon  CLH\_edit.exe, again. This time you shouldn't see an error.

Check the version of the Edit by looking at the bottom left corner:





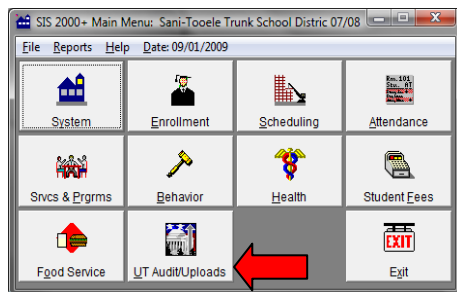
This Version is: 4.37.2 –

This version is already outdated and has been updated to a newer version on the web. The versions change often. This is where you will always check to make sure you have the most current version available for the Clearinghouse Edits Program. If you are not sure you have the latest version, check the secure Move-it Website for the latest version information. You can close the Clearinghouse Transactions Edit box at the top by selecting the red **X** or select the Exit button. You have now finished installing the Clearinghouse Edits Program. You will need to repeat this process every time there is a new updated Version of the Clearinghouse Edits Program.

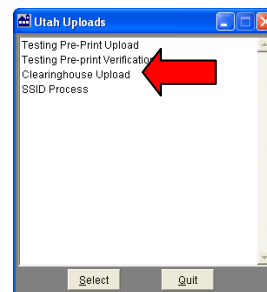
## Part 2 - Getting the data needed to run through the Clearinghouse file:

You will need to get the data file for the Clearinghouse edits in FoxPro.

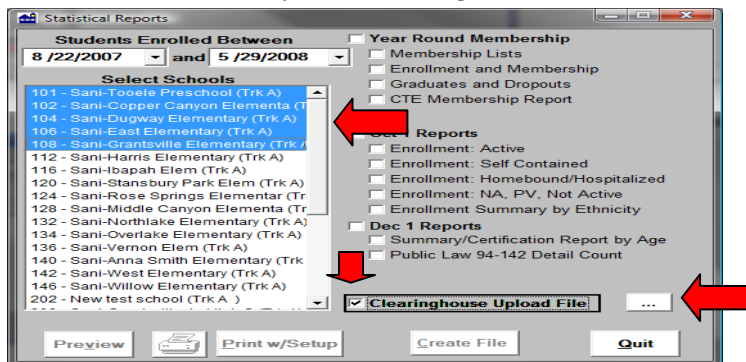
Go to the UT Audit/Uploads module



Select Clearinghouse Upload



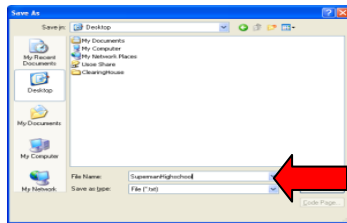
Select and **highlight** the school(s) listed on the left that you are running the file for. Put a check mark in



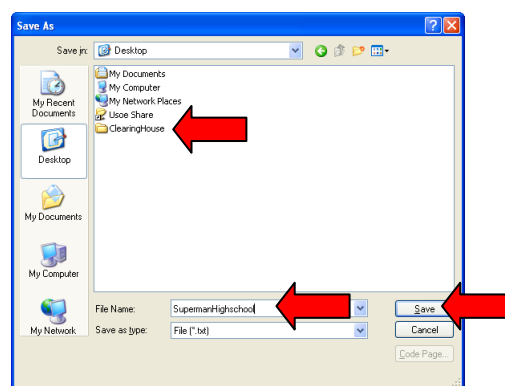
Clearinghouse Upload File.

Select the button with the three ... (Dots)

Select the **Browse** button and save the extracted files to the drive you have permissions to (usually local C: drive or C: local drive with the name of your computer). If you don't know where to save the file, contact your IT staff.

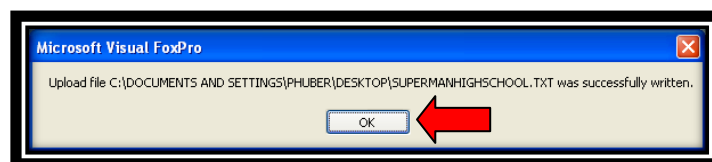


Create a folder where you have permissions (usually local C: drive or C: with the name of your computer) and name it **Clearinghouse** to make it easy to locate.



Select and open the folder you named **Clearinghouse** and name the new data file you are creating by the school name. This will put the data file inside the Clearinghouse folder. Select **Save**.

Then select **Create File**. This can take several minutes to create.



After it runs, it will look like this:

Select **OK**

This process will need to be done often because data changes occur almost daily in schools. Keeping data accurate is **critical**. Even when the data doesn't need to be submitted to the Clearinghouse, it is wise to run the edit checks often to ensure perfect data. This saves a lot of stress at the end of your school year. You should be editing and correcting your data throughout the school year.

You will need to fix the data in FoxPro and then create new data files and put them through the clearinghouse process **over and over** until the data has no errors.

### Part 3 - Putting the data through the Clearinghouse Edit Program:



Open the Clearinghouse Edit Program by selecting the Clh\_edit.exe icon:

Select the file type you want to run. This will be determined by the time of the year the data is needed for submission –

**October 1;** submitted Oct 1<sup>st</sup>

**December 1;** submitted Dec 1<sup>st</sup>

**Year End;** submitted July 15<sup>th</sup>

**CTE (PATI preload)**, if you have CTE students (Career and Technical Education). This data is **sent directly to CTE** for preloading PATI data. **THIS FILE IS NOT TO BE SENT VIA THE REGULAR CLEARINGHOUSE UPLOAD PROCEDURE.** Also, when sending the file to CTE, **DO NOT** send it via email. Contact the CTE Department to find out the *secure* method they want you to use.

If October 1<sup>st</sup> or December 1<sup>st</sup> falls on a weekend, it will be submitted the following Monday. Read the Clearinghouse Instructions for complete information.

Clearinghouse Transactions Edit

School Year: 2009 Update: ☒ October 1 ☐ December 1 ☐ Year End ☐ CTE (PATI preload)

Path to Transaction File: H:\PROBER\DESKTOP\10\ Find File

Run Edit Exit More Totals

Edit Summary (April 15, 2009 09:12:56 AM)

DI= 1 SC= 1 S1= 952 S2= 190 ES= 0 AM= 11413 AC= 526

Total Transactions with errors: 8 with warnings: 0

Display Print Extract

Core Code Table Update

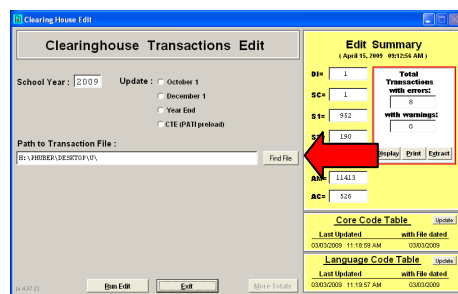
Last Updated with File dated  
03/03/2009 11:18:59 AM 03/03/2009

Language Code Table Update

Last Updated with File dated  
03/03/2009 11:19:57 AM 03/03/2009

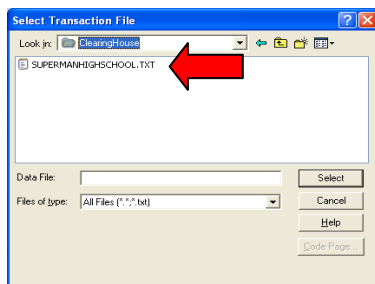
October 1 is due October 15 but data is always dated October 1. December 1 is due December 15 but data is always dated December 1, and Year End is due July 15<sup>th</sup>. It is wise to submit the Year End (S3) data by July 8<sup>th</sup> and check with the state to make sure the data is clean. When submitting data to be checked for errors before July 15, make sure there are **no** data errors and when uploading it, put a message that the data is only being submitted for checking for errors, not for final submission. If you need to make corrections, this will give you the time to correct the data and resubmit it by the final date July 15<sup>th</sup>. After July 15<sup>th</sup>, there is no more correcting the data.

To find the data file you created and named (your school name):



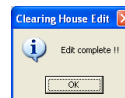
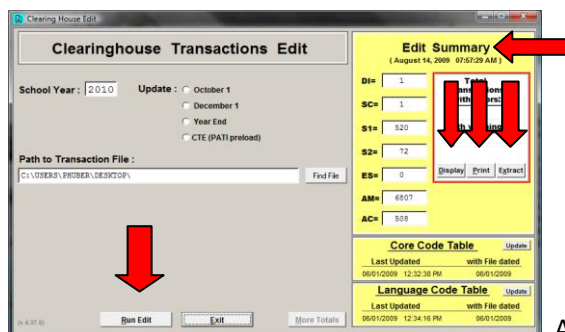
Select **Find File** on the Clearinghouse Transactions Edit Program

Browse to the place you put the data file (school name) that was created from FoxPro.



Double click on the selected file and that will bring it into the Clearinghouse edit module or highlight the name of the file and click on the Select button and that will also bring it into the Clearinghouse edit module.

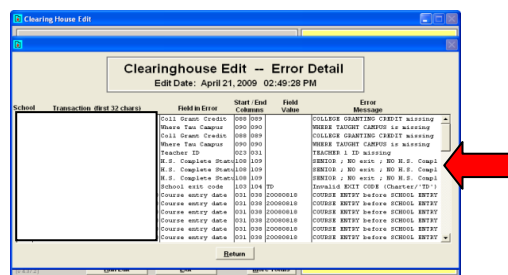
Select the **Run Edit** button. It will process the data file.

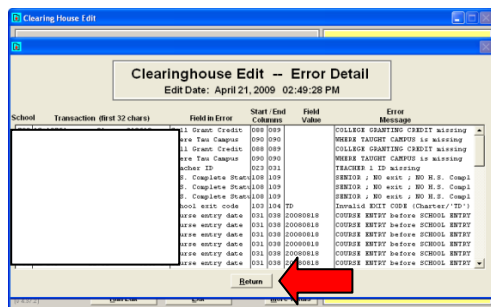


After it has processed the data file, select OK.

In the box above below **Edit Summary**, you will see the buttons: **Display – Print – Extract**

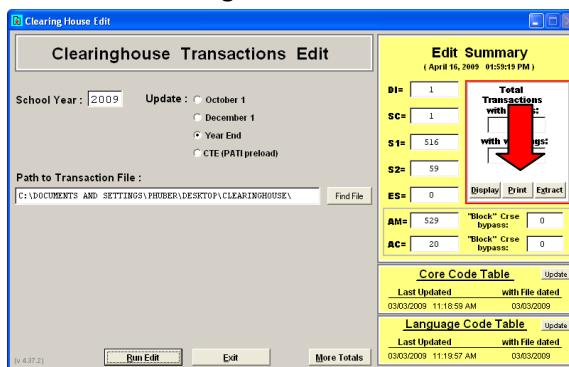
Select **Display** to give you a quick view of the data errors.



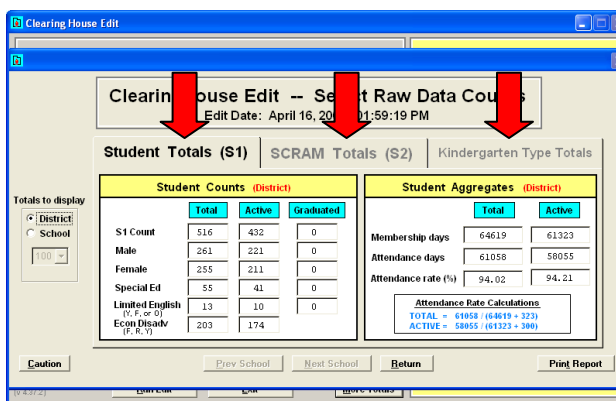


When finished viewing the errors, select the **Return** button.

Select **Print** and print the errors for easier viewing to correct the data.



To view **Raw Data Counts** – Select the button **More Totals**.



Here you can select:

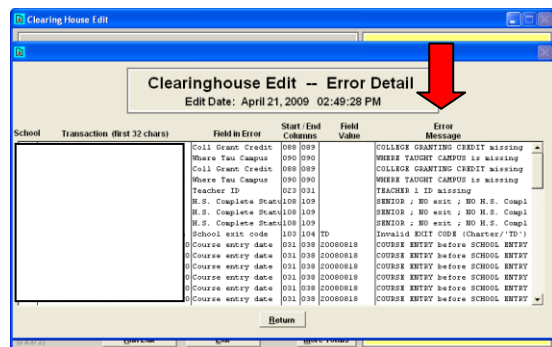
**Student Totals (S1)** – **SCRAM Totals** – Self-Contained Resource Accounting Master Membership (S2), or **Kindergarten Type Totals**. Depending on what report you choose to run: **October 1**, **December 1**, or **Year End**. They are all different reports to print or view. Save all reports.

These reports are important to print and file for audits from year to year. Select **Return** to exit the Raw Data Counts or select **Print Report** to print and file reports.





## Part 4 – Correcting the data errors displayed from the Clearinghouse edits:



Clearinghouse Edit -- Error Detail  
Edit Date: April 21, 2009 02:49:28 PM

School	Transaction (first 32 chars)	Field In Error	Start / End Columns	Field Value	Error Message
		Coll Grant Credit	000 009		COLLOR GRANTING CREDIT missing
		Where Tau Campus	000 000		WHERE TAUGHT CAMPUS is missing
		Coll Grant Credit	000 009		COLLOR GRANTING CREDIT missing
		Where Tau Campus	000 000		WHERE TAUGHT CAMPUS is missing
		Teacher ID	002 031		TEACHER I ID missing
		H.S. Complete Plan	100 109		SENIOR ; NO exit ; NO H.S. Compl
		H.S. Complete Plan	100 109		SENIOR ; NO exit ; NO H.S. Compl
		School exit code	100 104	NO	Invalid EXIT CODE (Character/ID)
		Course entry date	001 038	20080818	COURSE ENTRY before SCHOOL ENTRY
		Course entry date	001 038	20080818	COURSE ENTRY before SCHOOL ENTRY
		Course entry date	001 038	20080818	COURSE ENTRY before SCHOOL ENTRY
		Course entry date	001 038	20080818	COURSE ENTRY before SCHOOL ENTRY
		Course entry date	001 038	20080818	COURSE ENTRY before SCHOOL ENTRY

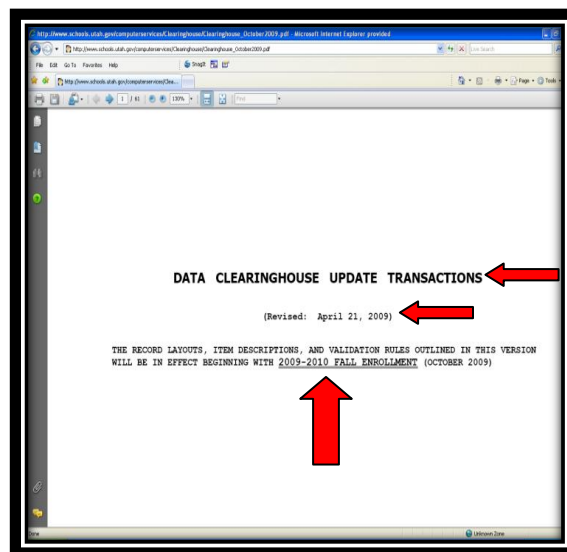
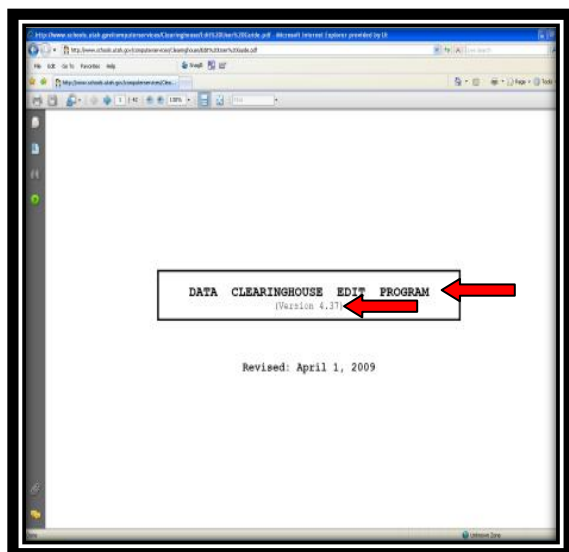
To understand the errors, you will need to look in the document Data Clearinghouse Edit Program

There are two Clearinghouse Documents you need to retrieve: Data Clearinghouse Edit Program and Data Clearinghouse Update Transactions . They are both important for you to reference for information. They are both edited often. These documents are dated so that you will know you have the latest updated information. Make sure you are always accessing the latest updated versions.

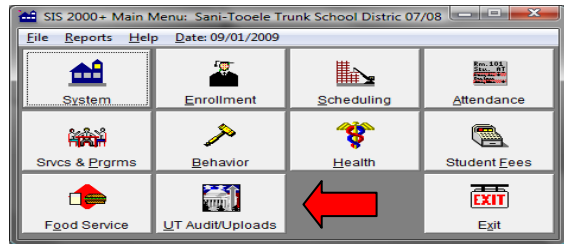
This document can be downloaded from this site:

<http://www.schools.utah.gov/computerservices/Clearinghouse/Edit%20User%20Guide.pdf>

This document will change often with the updates that occur in the Clearinghouse Edits Program.



Make sure you have the latest version from the website.



Make the corrections to the data by going into FoxPro:

Select the student, teacher, course, or class that show the errors.

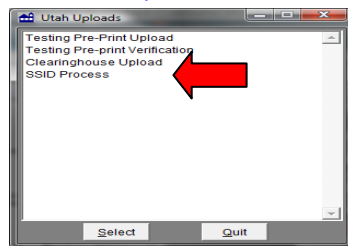
If it is a **student** error: go to the **Enrollment** - Student Editor module and correct it there.

If it is a **teacher** error, go to the **System** module - Faculty module and correct it there.

If it is a **course** or **class** error, go to the **Scheduling** module and correct it there.

## S.S.I.D.'s

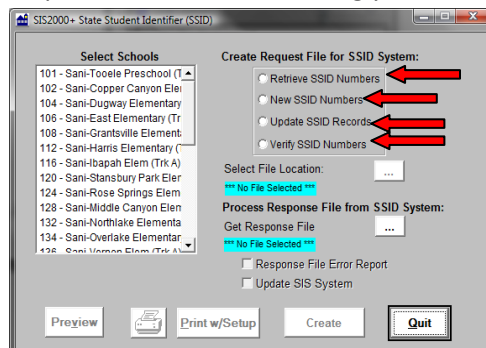
**Before submitting your data to the state**, make sure you have verified and reconciled your student S.S.I.D.'s on the S.S.I.D. website. <https://ssid.schools.utah.gov/ssid/login.aspx> **This is critical!**



**SSID's: ALWAYS - First - Retrieve S.S.I.D. Numbers**, especially if they are kindergarten students then - **Update S.S.I.D. Numbers**

**Second -- Retrieve New S.S.I.D. Numbers** then - **Update S.S.I.D. Numbers**

**Third -- Verify S.S.I.D. Numbers.** Make corrections with duplicated students, etc. - If they are not verified and corrected, this will cause problems when submitting your data to the state at year end.



For instructions and more information about SSID's visit the web site:

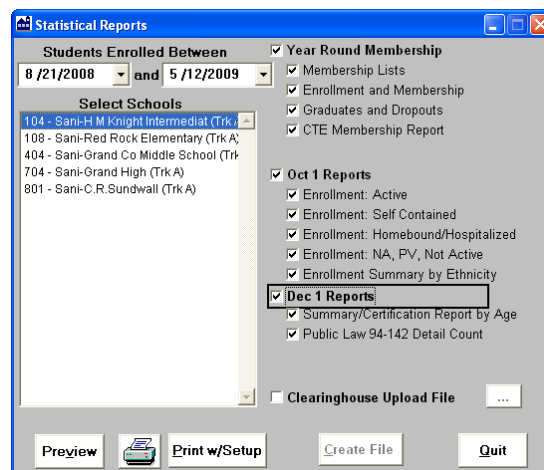
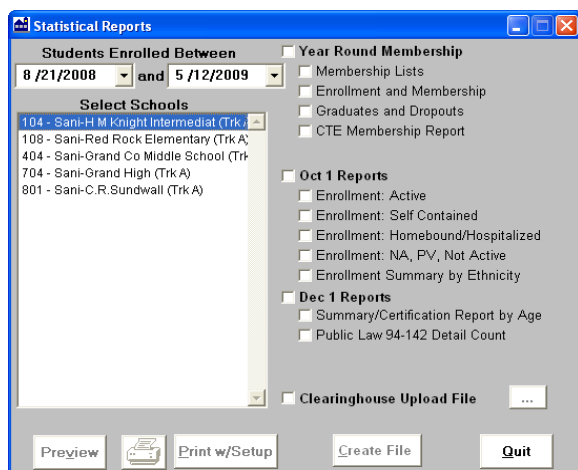
<http://www.schools.utah.gov/computerservices/Agency%20Services/Agency.htm>

## Part 5 – Print all reports from the statistical Reports and the Clearinghouse Edits



**Program:** It is critical to print and file \_\_\_\_\_ copies of all reports from year to year for auditors. Also, print and file the report you receive back from the state for the Year End (S3) Report for July 15th.

Print and file the reports from the Statistical Reports by selecting the reports and select Preview then Print or select Print w/Setup.



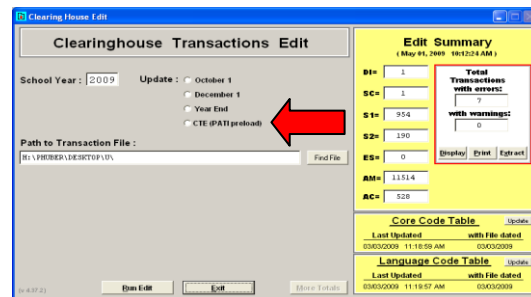
These reports are critical for auditors for all three times of the year, October 1; December 1; and Year End Membership. They should be saved and filed for reference. Auditors will sometimes ask for two or three years back data. These reports can usually answer the questions they request. If you are running the October 1 Reports, make sure the date ends with October 1. Example: Students enrolled between 8/25/2008 and 10/01/2008. This is the same for the December 1 Reports. Students enrolled between 8/25/2008 and 12/01/2008. If you do not fix these dates, your data will pull from the current date (today's date) that you are accessing the reports and your data won't be accurate.

**Remember to print and file the Raw Data Counts when running the Clearinghouse edits all three times of the year.**



## CTE (PATI preload)

CTE (PATI preload) - Career and Technical Education



This option is for sending the file, at year end.

This file is **sent directly to CTE** for preloading PATI data. **THIS FILE IS NOT TO BE SENT VIA THE REGULAR CLEARINGHOUSE UPLOAD PROCEDURE.** Also, when sending the file to CTE, **DO NOT** send it via email. Contact the CTE Department to find out the *secure* method they want you to use.

## Part 6 – Uploading the Year End (S3) file for the July 15<sup>th</sup> submission:

When you have finished running the FoxPro data through the clearinghouse and there are **zero** errors, you are ready to upload your data to the clearinghouse. You can tell there are no errors in your file when the Display button is grayed out. The button cannot be accessed because there are no errors to view or correct. **This doesn't mean there are no errors.** The Clearinghouse Edit Program does not find all errors. That is why it is critical to submit your data early to the state – July 8<sup>th</sup>, so the state can send you back your report with the errors you will need to correct and resubmit your data corrected. Most of the time there are errors missed in the Clearinghouse Edit Program.

### To upload your data:

Login to <https://secure.schools.utah.gov/> directly or use the link below

<http://www.schools.utah.gov/computerservices/Clearinghouse/Clearinghouse.htm>

See MOVE-it DMZ User Guide at <https://secure.schools.utah.gov/doc/en/helpuser.htm> for help with uploading a file)

Select **Data Clearinghouse Upload** option from the Clearinghouse page

Be sure to select the correct path on the secure web site before you start the process of uploading the file. The path should be as follows:

Distribution/School Districts/School Name (your school name)/ClearingHouse Uploads

The School Name will be **your school name**.

Select the link to launch the upload wizard. Select the Add button on the top. This will allow you to browse to locate the file you have created. Find the Clearinghouse data file you have created. Select the **next** button and follow the instructions to upload the file.

**BEFORE** you select to upload your file be sure to navigate to:

Folders\Distribution\School Districts\**(your LEA(District, Charter))**\Clearinghouse\Uploads on the website otherwise, the file will be uploaded to the wrong folder.

**Notification:**

It's important that you e-mail Bruce Hudgens ([bruce.hudgens@schools.utah.gov](mailto:bruce.hudgens@schools.utah.gov)) and 'CC' Shane Johnson ([shane.johnson@schools.utah.gov](mailto:shane.johnson@schools.utah.gov)) to inform them that you have uploaded a Clearinghouse file. If you fail to notify them that your file has been sent in, they may not know it's there so it might not get processed. During YEAR-END processing be sure to specify in **each** e-mail what processing is to be done (finance, vocational, both) or that this is just a submission for data corrections only.

## **Part 7 – The state will check your data and contact you.**

Bruce Hudgens (or Shane Johnson) will reply to the email sent by the LEA (District, Charter) when the file was uploaded. This reply will indicate the Clearinghouse update was completed and the report posted...unless the update had errors. Then the reply will indicate the update was NOT completed as well as a description of the errors that need to be fixed. These errors typically involve invalid SSID numbers or actual LEA(District,Charter) and/or

School numbers that are invalid (not in CACTUS) such as where taught district and/or where taught school in the Course Master record (AC). These verifications with the SSID system and CACTUS cannot be done by the edit program.

## **Part 8 - You will need to retrieve the reports and make sure they are correct before the submitting of your data process is completed.**

To download the reports, sign on to the secure FTP site (as described in UPLOAD INFORMATION above). Navigate to:

Folders\Distribution\School Districts\**(your LEA)**\Clearinghouse\Reports

All available reports will be listed. Select the **Download** option next to each report you wish to download. When presented with the option to "open" or Save, select Save and proceed with saving the file to your PC.

**IT IS IMPERATIVE THESE REPORTS BE VERIFIED BY THE LEA ((District,Charter). IF THE DATA SUBMITTED WAS NOT CORRECT, THE LEA ((District,Charter) MUST CORRECT THE DATA IN THEIR SIS SYSTEM AND SUBMIT A NEW FILE WITH CORRECTED DATA. THIS VERIFICATION PROCESS MUST BE REPEATED UNTIL THE LEA ((District, Charter) IS SATISFIED THE DATA SUBMITTED IS ACCURATE AND THIS PROCESS MUST BE COMPLETED BY THE IMPOSED DEADLINE.**

The process is not complete until you have verified your data is correct by the July 15<sup>th</sup> deadline.

After the July 15<sup>th</sup> deadline, you will be contacted by the state when your data has been processed and completed for you to retrieve for filing.

For more instruction read the manuals for the Data Clearinghouse Edit Program and Data Clearinghouse Update Transactions.

